Application for Subsidy for Professional Development* from OECTA Unit

(please submit via FAX: 705 742 8599, or Board courier or Email office@pvncoecta.ca)

PROCEDURE: **(for the use of permanent teachers, members of OLTBU should contact their Local)**

I. You Must:

1. send this application for subsidy to the Unit office a **MINIMUM OF TWO WEEKS PRIOR TO THE PROFESSIONAL DEVELOPMENT EVENT.** Applications received **AFTER** the conference/course **WILL NOT BE CONSIDERED FOR FUNDING.**
2. complete Part A of the application and accompany it with conference/course information in order to be processed. **Please submit one or two photocopied pages from the conference etc. brochure/catalogue**. YOUR PD SUBSIDY CANNOT BE CONSIDERED WITHOUT THESE PAGES.

II. We Will:

3. return your application within one week of receipt, indicating approval or disapproval.
4. once approved, **cover** the cost of registration**, accommodation, meals and transportation to a **maximum of $350** (Note: $350 x % for part time teachers) per fiscal year (July 1 ~ June 30)

III. You Must:

5. submit your claim to the Unit office within **60 days** after the conference or successful course completion. Part B of the application form must be completed and submitted with all receipts (and proof of successful completion of course). **PAYMENT WILL NOT BE MADE FOR EXPENSES WITHOUT PROPER RECEIPTS.(Note: the Unit does NOT cover supply teacher costs)**

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Part A - To be completed for initial application

Name of Applicant:________________________ Non Board email ________________

Workplace:_________________________in____________________Position/Grade:____

Full Time □ Part Time □ If part time what percentage? _____%

Name of Conference/Inservice/Course:____________________________________

Location:___________________________ (Ontario only)

Date(s)(yyyy mm dd):___________________ Registration Fee: $______

School/Board Funding for this Conference/Inservice/Course:$_______ (Do **NOT** include supply teacher cost)

Have you received a Unit subsidy **this** school year? Yes □ No □ If yes, please provide:

Conference/Inservice/Course:_______________Date:__________Amount: $__________

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Part B - To be completed *after* conference/inservice/successful completion and to be accompanied by receipts

Registration Fee** : $__________

Accommodation Cost**: $__________

Kilometerage:

# of kilometres _________ x $0.48= $_________

Other costs (parking etc.) $_________

Meals (mark receipts B,L,D accordingly) $_________

Total: **$_________**

Minus School/Board Funding - $_________

Claim: (maximum: $350 for full time, $350 x % for part time) $_________

For Office Use Only

Approval____________________

Date:____________________

Payment: $__________________

Cheque #__________________

Date:____________________

Meal Total:

Breakfasts "B" (max $15 per) ________

Lunches "L" (max $20 per) ________

Dinners "D" (max $30 per) ________

Total: ________

please label meal receipts with letter code

****The subsidy may be used to fund conferences/inservices in Ontario excluding Board/school initiated or sponsored PD. It may also be used to help fund <u>successful completion</u> of AQ, ABQ or honour specialist courses <u>excluding principal/administrative courses</u>***

*** membership fees to various teacher organizations are **NOT** covered*

**** when members share accommodation etc., cheques cannot be issued until both members have filed*

***** our fiscal year ends on June 30th and begins on July 1st. ALL RECEIPTS **MUST** BE SUBMITTED WITHIN 60 DAYS OR BY JUNE 30TH WHICHEVER IS SOONEST.*

(Application form effective 2018 09 04)